

EDITED TASK LISTING

CLASS: HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Inspects and diagnoses state owned or leased equipment to locate and determine the need for or extent of necessary repairs and the corrective action necessary to maintain safe and proper operating equipment by utilizing manufacture specification guidelines policies and procedures required by Department of General Services (DGS)/Office of Fleet Administration (OFA), California Highway Patrol (CHP) and Department of Transportation (DOT).
2.	Perform preventive maintenance and repairs to automobiles, trucks, tractors, graders, snowplows, pumps, air compressors, all diesel and gasoline engines including heavy maintenance and construction equipment, and similar equipment to provide safe and proper operating equipment by using proper diagnostic equipment (electronic and computerized), hand tools, manufacture specification guidelines, policies and procedures required by Department of General Services (DGS)/Office of Fleet Administration (OFA), California Highway Patrol (CHP) and Department of Transportation (DOT).
3.	Makes installation of/or modifies existing or specialized equipment or components (using sketches or based on a verbal description of intended function) by using the appropriate equipment (e.g. grinders, drills, gas and electric welders, brazing and cutting equipment, pressure tools, etc.) to improve an existing piece of equipment to ensure effective operation including body frames and running gear per policies and procedures required by Department of Transportation (DOT) for all highway use equipment and approvals of Department of General Services (DGS)/Office of Fleet Administration (OFA).
4.	Operates and maintains tools and machinery necessary for service and repair used in the repair and maintenance of automobiles, trucks, tractors, graders, snowplows, pumps, air compressors, all diesel and gasoline engines, heavy maintenance and construction equipment per manufacture specification guidelines, policies and procedures as needed.
5.	Reports to designated personnel in the request and selection of parts and equipment for repair and maintenance and receives, inspects, stores, and inventories supplies per policy and procedure as needed.
6.	Estimates cost of parts needed in the repair and maintenance of equipment by utilizing catalogs, retail, internet, State Logistics and Material Management System (SLAMM), etc. per State Administrative Manuals (SAM), Section 3500 as needed.
7.	Instruct all operators in the proper operation and servicing of vehicles and equipment utilizing manufacture operators manual guidelines, policies and procedures required by California Highway Patrol (CHP), Department of Motor Vehicles (DMV) as needed.

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8.	Maintains records of preventive maintenance and repairs performed on equipment for repair/service by individual repair order, including the nature of inspection, repair, service, labor hours, and replacement parts/modified components histories, recording in log/automobile maintenance records (STD 271) of equipment per Department of General Services (DGS)/Office of Fleet Administration (OFA).
9.	Instructs and supervises helpers or apprentices and inmates to understand and follow oral and written instructions (Code of Safe Practice, Injury and Illness Prevention Program, Material and Safety Data Sheets (MSDS), Operators Manuals, etc.) sufficient to carry out repair orders and shop procedures by demonstrating the proper repair methods and answer questions as needed.
10.	Maintains order and supervises the conduct of persons committed to the Departments of Corrections to produce a safe and productive shop utilizing Departmental Operations Manual (DOM) and operation supplements on a daily basis under the direction of the department.
11.	Maintain the safety and security of persons and property, to prevent escape of and injury by persons committed to the Department of Corrections to themselves or others or to property in accordance with DOM 52020., departmental policies and procedures, Title 15, California Code of Regulations on a daily basis under the direction of the department.
12.	Issues and controls tools, supplies and equipment and maintains tool inventory by utilizing a scheduled time and random tool count to maintain security procedures by and/or writing information in (name, date, time, and article) and by using a color coded shadow board, chit system for the issuance of tools per DOM 52040., departmental policies and procedures on a daily basis under the direction of the department.
13.	Inspects premises and searches inmates for contraband (weapons or illegal drugs, etc.) to ensure the safety and security of the institution and public utilizing various resources (e.g. laws, rules, regulations, policies, procedures, etc.) on a daily basis under the direction of the department.
14.	Prepares various written documents (e.g. inmate timekeeping, pay sheets, inmate out count, safety inspection reports, evaluations (CDC 101), etc.) to provide information/documentation to ensure compliance with rules, regulations, policies, procedures, Inmate Worker Training Incentive Program, etc. on a daily basis under the direction of the department.
15.	Performs field repairs on vehicles and equipment (automobiles, trucks, tractors, graders, snowplows, pumps, air compressors, all diesel and gasoline engines including heavy maintenance and construction equipment), and similar equipment to provide safe and proper operating equipment by using proper diagnostic equipment, hand tools, manufacture specification guidelines, policies and procedures required by Department of General Services (DGS)/Office of Fleet Administration (OFA), California Highway Patrol (CHP) and Department of Transportation (DOT) as needed without supervision.

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16.	Provide appropriate verbal or written recommendations to designated personnel to improve work procedures and worker performance to increase quality of services and job safety when recognized as needed.
17.	Initiates personnel actions, such as hires and discharges of inmates, to ensure proper staffing to produce a safe and productive shop utilizing Departmental Operations Manual (DOM) and operation supplements on a daily basis under the direction of the department.
18.	Inputs data onto computer software programs to maintain and modify inventory, complete forms, maintenance logs, etc. utilizing various resources (e.g. knowledge, computer hardware and software, policies, procedures, etc.) on a daily basis under the direction of the department.
19.	Participate in Department of Corrections In-Service Training Program to ensure all mandated training requirements are met as required per departmental policy and procedure.
20.	Operate state owned or leased equipment (automobiles, trucks, tractors, graders, snowplows, etc.) for diagnoses to locate and determine the need for or extent of necessary repairs and deliver equipment to vendor repair facility for the corrective action necessary to maintain safe and proper operating equipment by utilizing manufacture specification guidelines policies and procedures required by Department of General Services (DGS)/Office of Fleet Administration (OFA), California Highway Patrol (CHP) and Department of Transportation (DOT) as needed.